

LICENSING AND INSPECTION OF CHILD CARE FACILITIES IN MISSOURI

Missouri Department of Health

October 2000



The purpose of this document is to provide basic information on the requirements for operating child care facilities in Missouri. For additional information on operating child care facilities in Missouri, please visit our web site at <http://www.health.state.mo.us/LicensingAndCertification>. A request form is provided on the last page of this document which you can use to request additional information or if you would like to speak to a representative from the Missouri Department of Health's Bureau of Child Care. Representatives are located throughout the state and are responsible for the initial licensing or approval of child care facilities and for monitoring child care facilities for compliance with Missouri Department of Health's child care rules.

Child Care Law

The responsibility for the licensing and inspection of child care facilities was delegated by statute in 1955. The statutes make it unlawful for any person to establish or operate a child care facility caring for more than four unrelated children without being licensed.

Child Care Classifications

Child care may be provided in a family child care home, a group child care home, a child care center or a license-exempt facility (nursery school or a facility run by a religious organization).

Family Child Care Home

A "family child care home" is a child care program where child care is given by a person licensed as a family child care home provider. If there is one adult child care provider, family child care homes may be licensed for up to six children, including a maximum of three children under two and/or for up to ten children including a maximum of two children under two. If only four children are present, all the children may be under age two. If the provider has an assistant present, the home may be licensed for up to ten children, including a maximum of four children under two, or for up to eight children who may all be under two.

Group Child Care Home

A "group child care home" is a child care program where child care is given by a person licensed as a group child care home provider for 11-20 children. A group child care home may be in a location other than the provider's permanent residence or separate from the provider's living quarters. Group child care homes must meet the same requirements for staff/child ratios as child care centers.

Child Care Center

Child care centers may provide care for any number of children dependent on the director's qualifications, available staffing, amount of usable indoor floor space, amount of outdoor play space and materials and equipment. A child care center may be in a location other than the provider's permanent residence or separate from the provider's living quarters.

Nursery School

A "nursery school" is a program for preschool children that is operated for no more than four hours per child per day.

Child Care Programs Operated by a Religious Organization

Child care programs which are under exclusive control of a religious organization caring for children up to 18 years of age.

Staff

General Requirements

All staff must - be of good character and intent; be qualified for provide care conducive to the welfare of children; have knowledge of the needs of children; be sensitive to the capabilities, interests and problems of children; and be capable of handling emergencies promptly and intelligently.

All staff of group child care homes and child care centers, along with family child care home providers and their household members, will be screened for child abuse/neglect and criminal record review.

Education, Experience and Training

Family Child Care Homes

Family child care home providers and all assistants working more than five hours per week must receive at least 12 clock hours of child-care related training during each year of employment.

Group Child Care Homes

Group child care home providers must have at least 30 college semester hours with six of the hours in child-related courses; or 12 months' experience with six college semester hours in child-related courses; or a Child Development Associate Credential (CDA).

Group child care home providers, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

Child Care Centers, Nursery Schools (not operated by a religious organization)

The education and experience requirements for directors of these child care facilities vary dependent on the size of the facility. A Department of Health representative can explain the specific requirements for each size facility. Center directors, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child care related training during each year of employment.

Child Care Programs Operated by a Religious Organization

These programs do not need to meet educational requirements.

Child Care Training and Professional Development

The director, child care providers, all caregivers and volunteers who are counted in staff/child ratios of licensed family child care homes, group child care homes and child care centers are required to obtain at least 12 clock hours of child care related training during each year of employment.

The Bureau of Child Care contracts with qualified training organizations to provide accessible and affordable training for child care providers across the state. The training must be based on competencies (essential knowledge and skills areas) for assuring quality child care. Child care related training topics include: health, safety, nutrition; developmentally appropriate activities and learning experiences for children; positive guidance and discipline; positive communication and interaction with families; planning and setting up an appropriate environment for children; professional and administrative practices.

Child Care Training and Professional Development Opportunities include:

- Training workshops on various topics;
- Child Development Associate (CDA) training and assessment to assist child care providers earn a national CDA credential from the Council for Early Childhood Professional Recognition;
- College credit training from some colleges and universities;
- Advanced and specialized training for entry level child care staff, directors, infant/toddler caregivers, and caring for children with special needs; and
- Individualized technical assistance and training to assist providers assess needs and make improvements in their respective programs; and

To assist child care providers record and keep track of their training and professional development, the Bureau of Child Care provides free copies of the **“Child Care Professional Development Record”**.

For more information about child care training and professional development, contact the Bureau of Child Care Training Coordinator at 573-526-5344, your local licensing staff, or your Child Care Resource and Referral Agency.

Required Staff/Child Ratios

The following staff/child ratios apply to group child care homes and child care centers:

<u>Ages of Children</u>	<u>Number of Children Per One Adult</u>
Birth - Two years	4
Two years of age	8
Three - four years of age	10
Five years of age and up	16
Mixed ages two and up	10

Child Care Program

In centers, group homes, family homes, nursery schools, and summer camps, a child care program must be provided which must include appropriate supervision of children; emergency fire and tornado drills; positive discipline techniques with no physical punishment permitted; appropriate diapering and toilet training procedures; and a daily schedule of age-appropriate activities for children.

Building and Grounds

The premises of the facility must be safe and suitable for the care of children. Each building used must be in compliance with fire safety and sanitation requirements. It is the responsibility of the child care provider to inquire about local building and zoning requirements and be in compliance with those codes. The indoor child care area must provide at least 35 square feet of usable floor space per child.

The facility must have an adequate outdoor play area which is free of hazards. the area must provide at least 75 square feet of space per child. Outdoor play areas in group child care homes, child care centers and license-exempt facilities must be fenced to protect children. Outdoor play areas in family child care homes must be fenced if a need is indicated.

Furniture, Equipment and Materials

Sufficient furniture, equipment and materials must be provided for the number and ages of children in care to meet their physical and developmental needs. This includes sleeping equipment, tables and seating equipment, indoor play materials and equipment, and outdoor equipment.

Transportation

The provider is responsible for the care, safety and supervision of children on field trips and at any time children are transported away from the facility. Parents must be informed when field trips are planned and written parental consent must be on file for all field trips and transportation. Drivers and vehicles must meet the requirements of Missouri law.

Health and Medical Examinations

Children

A medical examination report for each preschool child must be on file at the facility within 30 days following admission of each child. The parent(s) of a school-age child must provide a report at the time of enrollment indicating the child's health history, any current health problems and any restrictions necessary for the child's care. Information that the child has completed age-appropriate immunizations, is exempt from immunization requirements or is in the process of completing immunizations must be on file at the facility before a child is accepted for care.

Adults

Family child care home providers must have a medical examination report on file at the time the facility is licensed. Family child care home assistants employed or volunteering more than five hours per week must have a medical examination report on file within 30 days of beginning work in the home.

All adults working in any capacity in a group child care home or child care center, including volunteers counted in staff/child ratios, must have a medical examination report on file at the time of initial licensure or within 30 days following employment.

Following the required medical examination report at the time of initial licensure or approval, all persons indicated above for licensed facilities must have a tuberculin skin test every year, a chest x-ray or appropriate follow-up of a previous examination indicating that the individual is free of contagion. License-exempt facilities require a tuberculin skin test every two years.

Health Care

The provider must meet specific requirements for reporting communicable diseases, caring for children when ill, administering medication, emergency care procedures, handwashing procedures and immunization of children.

Nutrition

The provider must supply and serve nutritious meals and snacks. Acceptable food components and serving sizes for meals and snacks are outlined in a chart for each group. Children's menus must be based on the chart.

Some food services may be eligible for reimbursement through the Child and Adult Care Food Program. You may call the Bureau of Nutrition and Child Care Programs at (800) 733-6251 for further information.

Records and Reports

The provider must maintain accurate records to meet administrative requirements and to ensure knowledge of children and their families. Reports must be submitted to the Missouri Department Health as required.

Child Care Resource and Referral

This network of eight nonprofit agencies exist to serve families seeking child care and child care providers seeking resources and technical assistance. To obtain the name and telephone number of the Resource and Referral agency in your area, call (800) 200-9017. You may also visit the Missouri Child Care Resource and Referral Network web site at www.stlouis.missouri.org/education/mochildcare.

Missouri Department of Health Child Care Rules

The licensing rules for family child care homes are contained in a booklet entitled Licensing Rules for Family Child Care Homes In Missouri. The licensing rules for group child care homes and child care centers are contained in a booklet entitled Licensing Rules for Group Child Care Homes and Child Care Centers in Missouri. Rules regarding facilities operated by religious organizations and rules for nursery schools are contained in a booklet entitled Department of Health Rules for License-Exempt Child Care Facilities. For copies of the Missouri Department of Health child care rules, please visit our web site at <http://www.health.state.mo.us/LicensingAndCertification>.

Reimbursement for Child Care Through Department of Social Services/Division of Family Services

Some families may be eligible for financial help with their child care costs. The Division of Family Services may contract with licensed providers to pay for child care services for eligible children. If you are interested in this program, please contact your local county Division of Family Services office.

Licensing and Inspection Process

If you are interested in operating a child care facility, a representative will arrange an interview to discuss your child care plans, the rules and the licensing and/or inspection process for the type of facility you wish to operate.

You cannot provide care for more than four unrelated children without being licensed and/or inspected.

To become licensed, an application must be made on forms provided by the Bureau of Child Care. There is no charge for the application or the license. A license is issued for up to two years.

Upon receipt of a completed application, an investigation is made to determine compliance with rules. The investigation includes an inspection of the entire premises of the proposed facility by a child care specialist. A fire safety inspection conducted by personnel from the Division of Fire Safety and a sanitation inspection conducted by local or state Department of Health personnel will be requested by the Child Care Facility Specialist.

A specialist will visit the facility and observe the program periodically to ensure continued compliance with the Missouri Department of Health's child care rules.

MISSOURI DEPARTMENT OF



Bureau of Child Care
P.O. Box 570
Jefferson City, MO 65102

The Missouri Department of Health is responsible for protecting and promoting the health of Missourians by assessing health status and needs, developing policies and priorities, and assuring that the state is responding appropriately.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER -- Services provided on a nondiscriminatory basis

This publication may be provided in alternative formats such as Braille, large print or audiotape by contacting the office listed above. TDD users can access the above phone number by calling 1-800-735-

2966.

Central District Health Office
Child Care Unit
1715 Southridge
Jefferson City MO 65109
(573) 751-2891

Howard Keen
Sue Benthall
Lisa Britt
Eunice Karr
Bill Smith

Columbia Area Child Care Unit
The Resource Center
1500 Vandiver Drive, Suite 112
Columbia MO 65202
(573) 882-9399

Rodney Southard
Glenda Blessman
Frances Holbrook
James Parsley
Carmen Turner

Northeastern District Health Office
Child Care Unit
708 Patton St., P.O. Box 309
Macon MO 63552
(660) 385-3125

Carrie Hubert
Sue Benthall
Julie Carter
Susan Douglas
CeAnn Hess
Cathy Sullivan
Lisa Gaughan

Southwestern District Health Office
Child Care Unit
P.O. Box 777, MPO 1414 W Elfindale
Springfield MO 65801
(417) 895-6541

Janice Ksara
Andrea Letsinger
Marilyn Finn
Jerry Bertoldie
Phyllis Clayton
Elaine Cox
Jack Hicks
Deana Lakin
Rebecca Taggart
Teresa Utter
Floyd Wood

Joplin Area Health Office
Child Care Unit
Sears Plaza Mini Mall
705 Illinois, Box 4A
Joplin MO 64801
(417) 629-3183

Danette Bray
Carole Hayes
James White

Southeastern District Health Office
2875 James Boulevard
Poplar Bluff MO 63901
(573) 840-9720

Kathy Harris
Patti Hazel
Paula Cates

Eastern District Health Office
Child Care Unit
220 South Jefferson, Second Floor
St. Louis MO 63103
(314) 877-0210

Mary Spencer
Kenneth Buchholz
Marge West
Brenda Elliott
Stephanie Barnes
Janice Bruning
Lauri Choate
Shirley Ellis
Evelyn Erby
Susan Fels
Pat Grady
Susan Harvey
Maggie Heller
Monica Kemezs
Elmether Kizzart
Dale Lindberg
Nancy Scherer
Brooke Poskin
John Smith
Tavia Smith
Marilyn Stubblefield
Christi Vincent
Debbie Weber

Northwestern District Health Office
Child Care Unit
13901 Noland Court
Independence MO 64055
(816) 325-5860

Mary Ann Heryer
Ann Ditty
Gayle Gerber
Pam Garrett
Lisa Bastean
Joy Cissna
Kelli Butcher
Marilyn Davis
Erin Ellerman
Mary Epperson
Regina Harvey
Elizabeth Heaton
Catherine Kennon
Pamela Kramer
Jana McArthur
Joyce McFadden
Cheryl Murphy
Debbie Williams
Judy Welsh

Cameron Area Health Office
Child Care Unit
219 North Chestnut, Box 634
Cameron MO 64429
(816) 632-2107

Neva Carrel
Peggy Hastings

Child Care Unit
P.O. Box 1850
Lebanon MO 65536

(417) 588-7956 - Gail Anderson
417) 589-6046 - Virginia Bounds

Cape Girardeau Area Health Office
Child Care Unit
710 Southern Expressway, Suite B
Cape Girardeau MO 63703
(573) 290-5809

Lisa Russell
Ann Hall
Dayneen Glastetter
Rhonda Tuschhoff

Child Care Unit
P.O. Box 150
Lamar MO 64759
(417) 682-9592

Tim Phillips

Child Care Unit
P.O. Box 485
Park Hills MO 63601
(573) 431-3702

Valerie McCoy

Child Care Unit
P.O. Box 320
Warrensburg MO 64093
(660) 747-2751

Mary Ann Simmons

Child Care Unit
P.O. Box 318
Chillicothe MO 64601
(660) 646-4261

Fay Downey

Child Care Unit
P.O. Box 339
Mexico MO 65265
(573) 581-9489

Sarah Thompson

Child Care Unit
P.O. Box 275
St. Clair MO 63077-0275
(314) 629-0462

Marilyn Spears

Child Care Unit
P.O. Box 111
St. Charles MO 63302
(314) 949-2709

Renee McFerron

Child Care Unit
P.O. Box 220759
St. Louis MO 63122
(314) 909-8291

Susan Pearson

Adair	Northeastern District	Livingston	Northeastern District
Andrew	Cameron Area Health Office	McDonald	Joplin Area Health Office
Atchison	Cameron Area Health Office	Macon	Northeastern District
Audrain	Sarah Thompson	Madison	Valerie McCoy
Barry	Joplin Area Health Office	Maries	Central District
Barton	Joplin Area Health Office	Marion	Northeastern District
Bates	Tim Phillips	Mercer	Northeastern District
Benton	Tim Phillips	Miller	Central District
Bollinger	Cape Girardeau Area Health Office	Mississippi	Cape Girardeau Area Health Office
Boone	Columbia Area Health Office	Moniteau	Central District
Buchanan	Cameron Area Health Office	Monroe	Northeastern District
Butler	Southeastern District	Montgomery	Sarah Thompson
Caldwell	Fay Downey	Morgan	Mary Ann Simmons
Callaway	Columbia Area Health Office	New Madrid	Cape Girardeau Area Health office
Camden	Gail Anderson	Newton	Joplin Area Health Office
Cape Girardeau	Cape Girardeau Area Health Office	Nodaway	Cameron Area Health office
Carroll	Fay Downey	Oregon	Southeastern District
Carter	Southeastern District	Osage	Central District
Cass	Northwestern District	Ozark	Southwestern District
Cedar	Joplin Area Health Office	Pemiscott	Cape Girardeau Area Health Office
Chariton	Northeastern District	Perry	Cape Girardeau Area Health Office
Christian	Southwestern District	Pettis	Mary Ann Simmons
Clark	Northeastern District	Phelps	Virginia Bounds
Clay	Northwestern District	Pike	Northeastern District
Clinton	Fay Downey	Platte	Cameron Area/Northwestern District
Cole	Central District	Polk	Southwestern District
Cooper	Columbia Area Health Office	Pulaski	Gail Anderson
Crawford	Central District	Putnam	Northeastern District
Dade	Joplin Area Health Office	Ralls	Northeastern District
Dallas	Southwestern District	Randolph	Northeastern District
Daviess	Fay Downey	Ray	Northwestern District
DeKalb	Fay Downey	Reynolds	Southeastern District
Dent	Southwestern District	Ripley	Southeastern District
Douglas	Southwestern District	St. Charles	Eastern District/Renee McFerron
Dunklin	Southeastern District	St. Clair	Tim Phillips
Franklin	Marilyn Spears	St. Francois	Valerie McCoy
Gasconade	Central District	St. Louis City	Eastern District
Gentry	Cameron Area Health Office	St. Louis County	Eastern District
Greene	Southwestern District	Ste. Genevieve	Cape Girardeau Area/Valerie McCoy
Grundy	Northeastern District	Saline	Mary Ann Simmons
Harrison	Cameron Area Health Office	Schuyler	Northeastern District
Henry	Tim Phillips	Scotland	Northeastern District
Hickory	Gail Anderson	Scott	Cape Girardeau/Southeastern District
Holt	Cameron Area Health Office	Shannon	Southeastern District
Howard	Columbia Area Health Office	Shelby	Northeastern District
Howell	Southwestern District	Stoddard	Cape Girardeau Area Health Office
Iron	Valerie McCoy	Stone	Southwestern District
Jackson	Northwestern District	Sullivan	Northeastern District
Jasper	Joplin Area Health Office	Taney	Southwestern District
Jefferson	Eastern District	Texas	Virginia Bounds
Johnson	Pat Perryman	Vernon	Tim Phillips
Knox	Northeastern District	Warren	Central District
Laclede	Gail Anderson/Virginia Bounds	Washington	Valerie McCoy
Lafayette	Pat Perryman/Northwestern District	Wayne	Southeastern District
Lawrence	Southwestern District	Webster	Southeastern District
Lewis	Northeastern District	Worth	Northeastern District
Lincoln	Sarah Thompson	Wright	Virginia Bounds
Linn	Northeastern District		

REQUEST FORM

If you are interested in establishing a child care facility, and would like additional information, please complete this form and return it to the appropriate address for your county.

I am interested in more information on establishing (please choose only one):

☐ Family Child Care Home (1 - 10 children)

☐ Group Child Care Home (11 - 20 children)

☐ Child Care Center

☐ Program Operated by a Religious Organization

☐ Nursery School

☐ Summer Camp

☐ Please mail me more information

☐ Please have a specialist contact me.

Name: _____

Address: _____

Daytime Phone: _____

County: _____

Bureau of Child Care
P.O. Box 570
Jefferson City, MO 65102
